



State of Louisiana

LOUISIANA ECONOMIC DEVELOPMENT

Kathleen Babineaux Blanco
Governor

Michael J. Olivier
Secretary

October 11, 2005

We are very anxious to help you get your employees back to work and your facility back on line, and the Louisiana Department of Economic Development, in cooperation with FEMA, is ready to assist your business in providing temporary housing for your employees.

FEMA may be able to provide travel trailer units for temporary housing for your employees and their families who have lost their homes, or whose homes have become uninhabitable due to Hurricane Katrina or Hurricane Rita. If the employee's residence is capable of supporting a travel trailer and its necessary hook-ups (electricity, sewer and water), then that is the first choice for delivery of their assigned trailer. If the employee's residence is not capable of supporting the trailer connections, or if it is in a flooded area or in some other hazardous situation, FEMA's second preference is another location secured by the corporation that is off or on-site from the plant or business. LED has obtained waivers on DEQ regulations for residential units to be placed on industrial sites on a temporary basis. FEMA can only provide travel trailers to private sector industry when co-location of the employee's household is permissible.

In order to process your trailer request the attached letter and spreadsheets must be completed and returned to laskowski@la.gov

- Industrial Site Request List (for trailers located on company property)
- Private Site Request List (for trailers located on employee's property)
- Pre-Delivery Letter (for trailers located on company property)

A site visit by FEMA representatives may be necessary to confirm suitability of private and group sites. Once received, your request will be prioritized for processing, and we will endeavor to get the requested number of trailers delivered to the site as quickly as possible. Minimum site requirements are space to accommodate up to 8 feet by 35 feet per unit and access to water, sewage and electric hookups.

A typical unit has two bedrooms and is fully furnished with everything except cooking utensils, linens, etc. They are air-conditioned, have refrigerators and bathrooms with showers. They are equipped with gas stoves that utilize propane gas. These units are provided free of charge, but remain Federal Government property. Your company (or employee) is responsible for trailer hookup and maintaining all the utilities.

If your employees have not already registered with FEMA, they must do so prior to submitting employee names. Please instruct them to register at either <http://www.FEMA.gov> or call 800-621-FEMA to register their claim. You will be required to list their FEMA registration number along with their name and address prior to receiving travel trailers. At the discretion of the FEMA registered trailer occupant, there is no prohibition against a displaced worker sharing their travel trailer with other non-disaster workers or family members, however there must be at least one (1) displaced employee (with FEMA registration number) residing in each trailer. If you have any questions, please call 866-310-7617 and when prompted press 1 for business assistance.

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AN EQUAL OPPORTUNITY EMPLOYER